



# The Parents' Guide to Logging on to Google and Gmail Access

# What is Gmail?

Gmail is your child's personal Santa Ana Unified email address through their school Google account. Gmail will be how they can accept an invitation so we can meet up in a Google Hangout which is a conference call with other students from our class.

# Getting Started



Your child was provided with a google email address and password that is unique to them.

Their google email address is:  
Their ID#@sausdlearns.net  
Their password is their 8 digit birthdate

# Getting Started



1

Click on the Google  
Chrome browser  
icon.

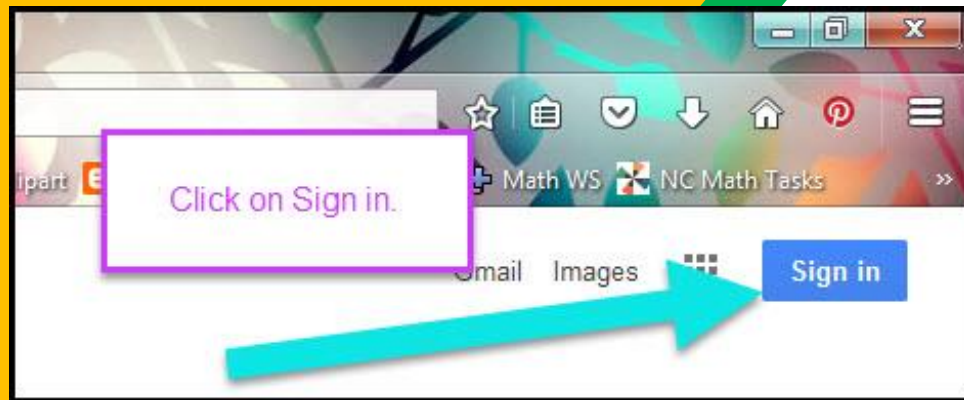
# Getting Started



2

Type [www.google.com](http://www.google.com)  
into your web  
address bar.

# Getting Started




3

Click on **SIGN IN** in the upper right hand corner of the browser window.

# Getting Started

Google

Hi Tanya

 bratton@opsb.info

Enter your password

[Forgot password?](#)

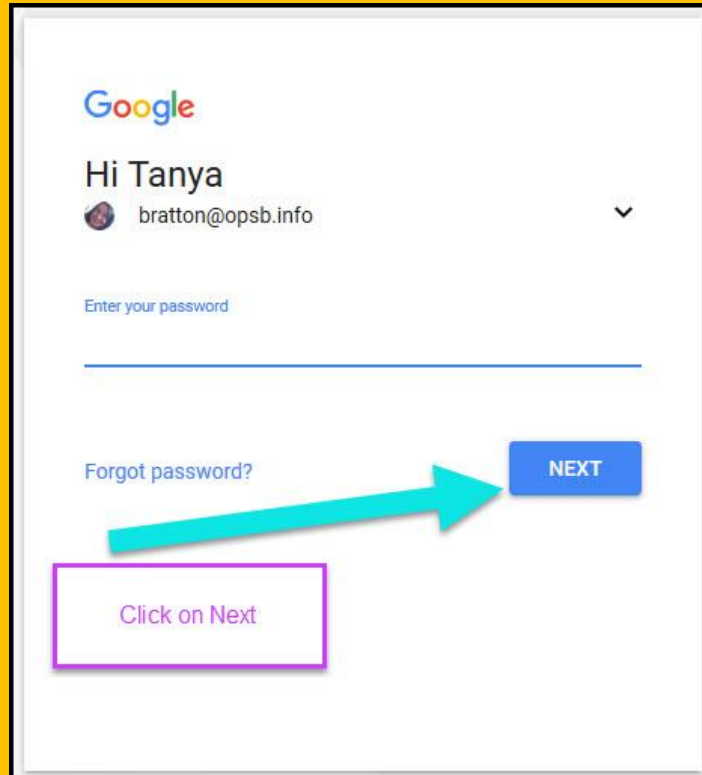
[NEXT](#)

Click on Next

4

Type in your child's  
Google Email address  
& click "next."

# Getting Started

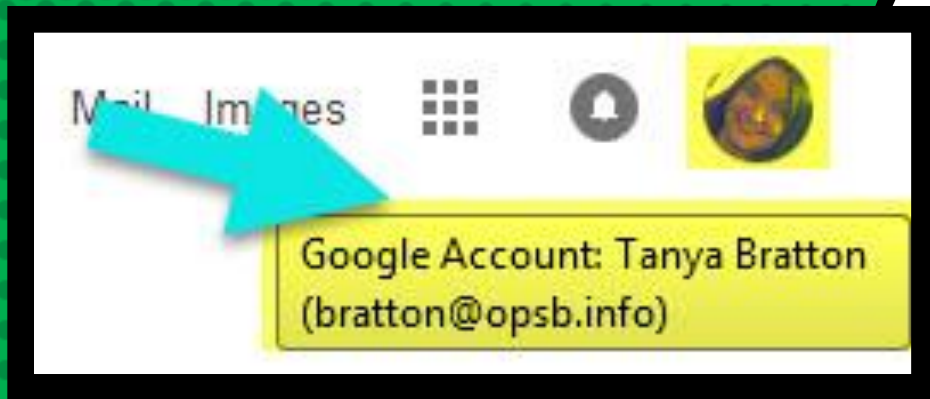


A screenshot of a Google login page. At the top left is the Google logo. Below it, the text "Hi Tanya" is displayed, followed by a small profile icon and the email address "bratton@opsb.info". Underneath is a text input field with the placeholder "Enter your password". To the left of the input field is a link that says "Forgot password?". To the right of the input field is a blue button labeled "NEXT". A red arrow points from a red-bordered box containing the text "Click on Next" to the "NEXT" button.

5

Type in your  
**PASSWORD**  
& click "next."



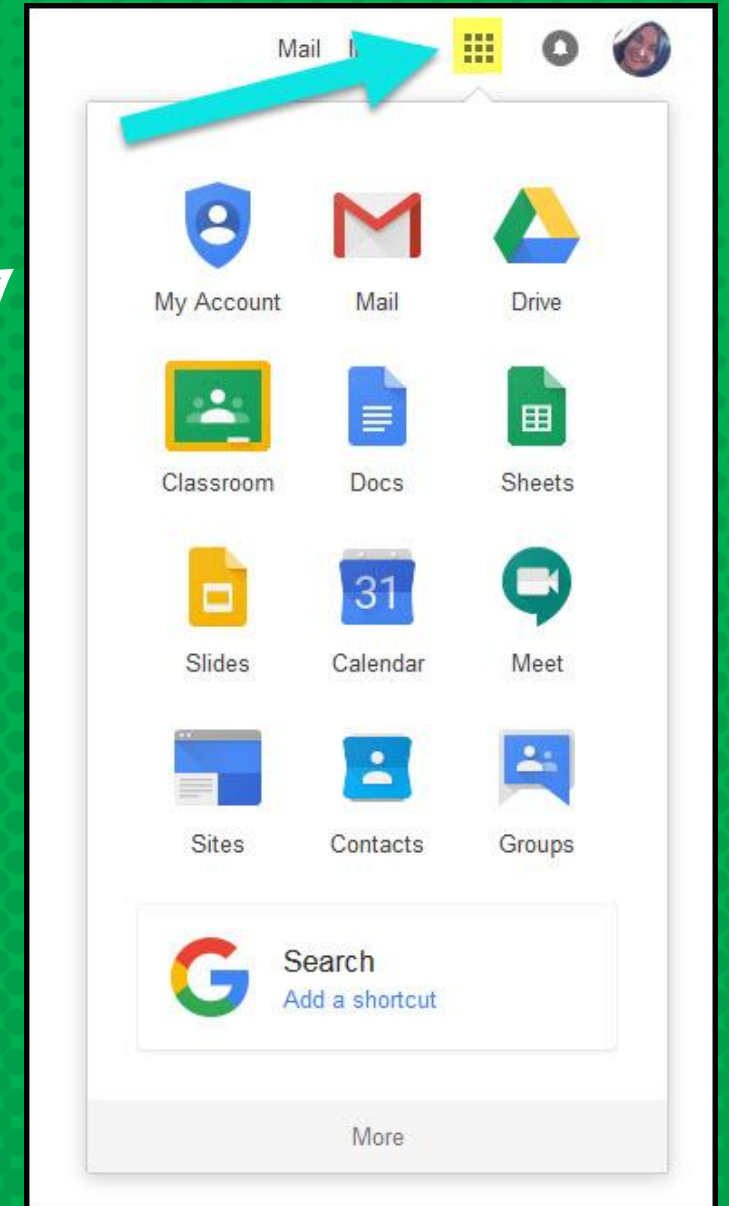


***NOW YOU'LL SEE***

that you are signed in to  
your Google Apps for  
Education account!

# GOOGLE SUITE

Click on the 9 squares  
(Waffle/Rubik's Cube) icon in the  
top right hand corner to see  
the Google Suite of Products!



# GOOGLE ICONS TO RECOGNIZE:



CHROME



DOCS



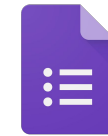
DRIVE



SLIDES



SHEETS



FORMS



CALENDAR



GMAIL



PHOTOS



MAPS



KEEP



CLASSROOM



MEET



HANGOUTS



SITES



CONTACTS



CLOUD



CLOUD SEARCH



YOUTUBE



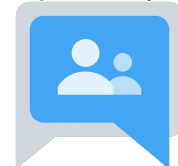
NEWS



VAULT



MY ACCOUNT

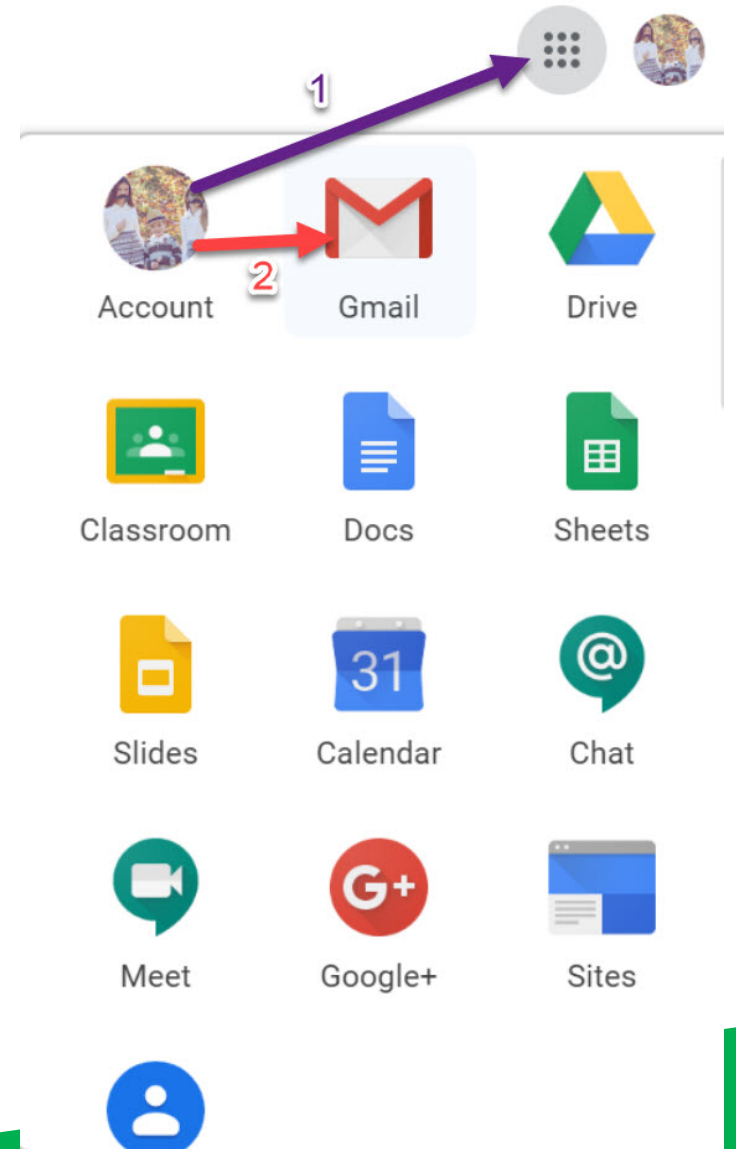


GROUPS

# Gmail Access

1

Click on the waffle button and then the GMAIL icon.



# Navigating Gmail

2

There should be an invitation from me in their list of emails.

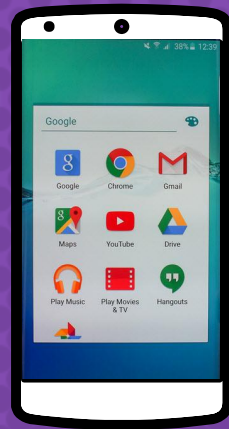
# Navigating Gmail

3

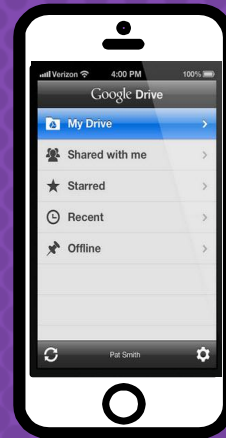
- Have students accept the invitation from me.
- At the specified time, have students log onto their Gmail account.
- Click on the invitation, then click on the link below Join Hangouts Meet.
- Your device will ask for permission to use the microphone and camera which you should allow.
- When ready you will click the green Join Now button
- We will be able to have a group conference call on our computers or devices.

# ACCESS

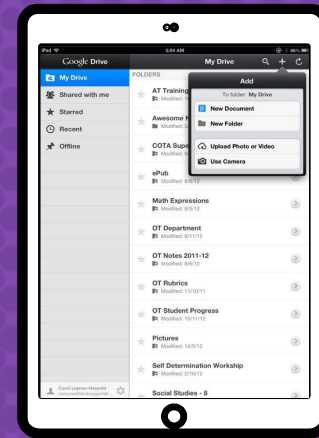
# ANYWHERE



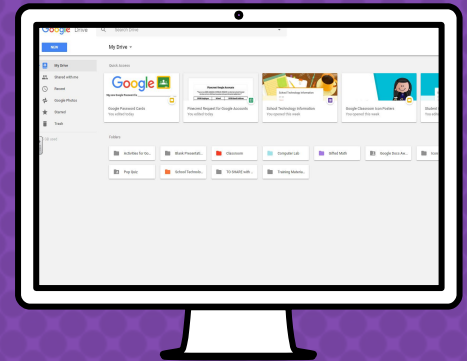
**ANDROID**



**IPHONE**



**TABLET**



**DESKTOP**